FECFile User Manual for Candidate Committees

This manual is designed to help political committees use FECfile software and to assist with the filing of disclosure reports. The format is user-friendly and contains step-by- step instructions, along with screen shots, in an effort to help users manuever through the software. Some of the areas found in this manual include: How to enter transactions on each line, How to upload a report, How to file a miscellaneous electronic submission and How to make sense of some common error codes.

Edition date
2/11/2003

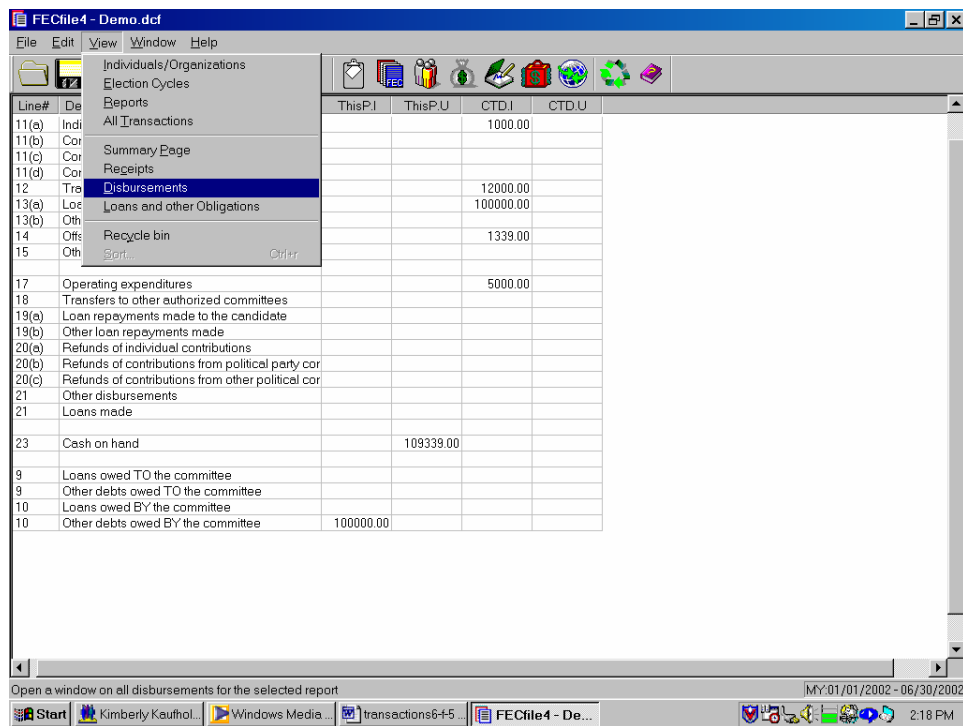## Author
Data Systems Training and User Support

Contact information
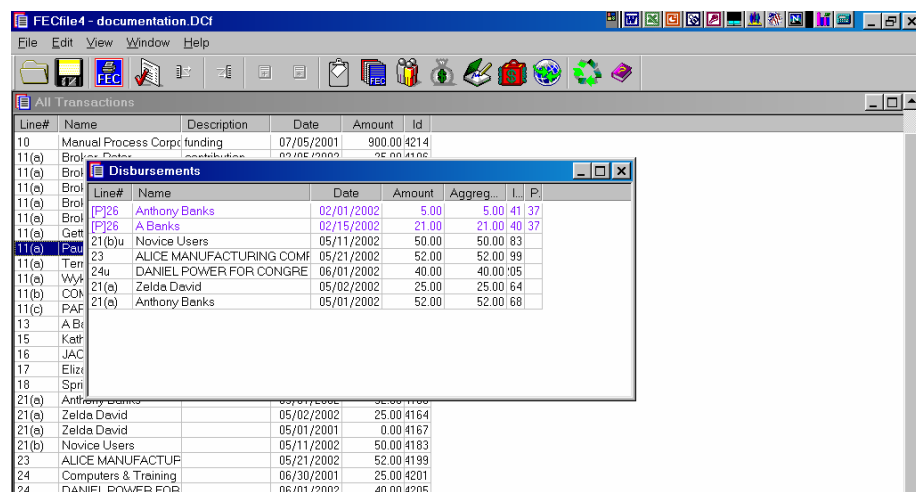Phone: 1-800-424-9530 or local Washington, D.C. 202-694-1100
Reports Analysis Division—Reporting Questions
NIC─Technical Questions

Redesignations involving one reporting period

1. From the FECFile main menu, select View from the menu bar, and select Disbursements from the drop down menu.

2. The Disbursements dialog box appears. Select the appropriate transaction, right click on it, and select the Redesignate/Reattribute option,

dragging across to select redesignate.

3. A dialog box appears. Enter in the name, and select OK. The main Summary page will reflect the change.

Partnership Contributions


1. From the FECFile Summary page, double click on line 11(a).

2. The Individual contribution dialog box appears. Enter the partnership's name in the text field, and press the Tab key.


3. The Individual/Organization Information dialog box appears. In the type field, select Business, Financial Inst., Partnership, Indian Tribes, Other non-federal entities. Type in the partner's name, address, city, state and zip and click on OK.

4. The Individual contribution dialog box appears. Enter in the date, amount and enter "Partnership" in the text area for the description. Click on OK.
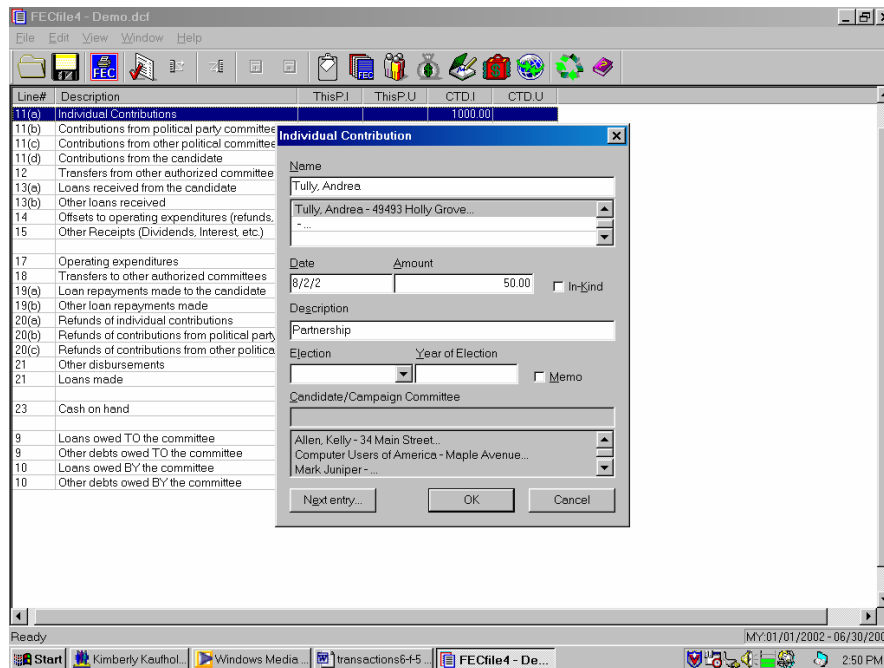
5. Select View from the menu bar, and select Receipts. The Receipts window appears.
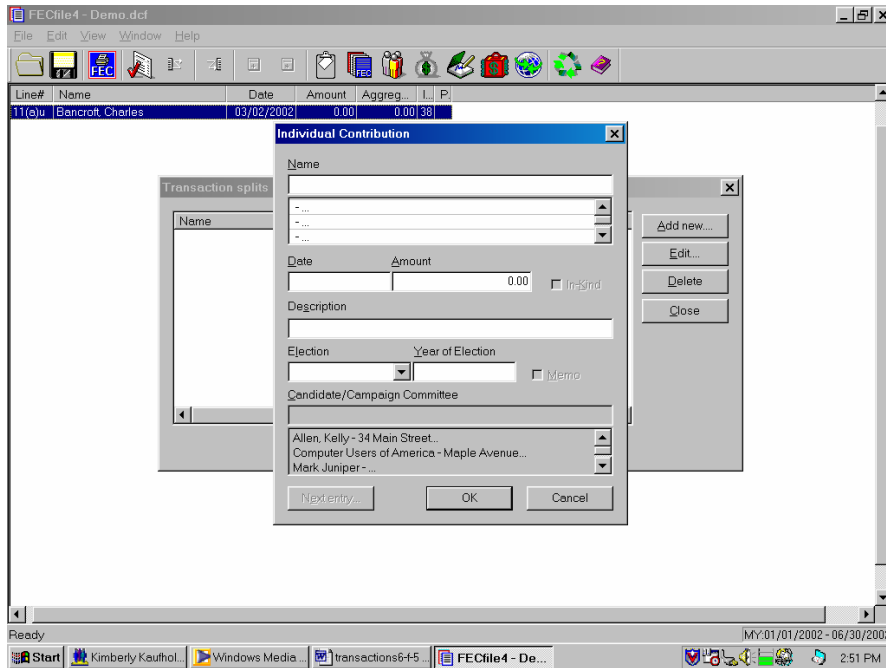
6. Right click on the appropriate transaction, and select Transaction splits. The Transaction splits window appears. Click on Add new, and enter the individual information. Repeat entering additional information as required.

7. Click on close.

Debt Retirement

1. From the FECFile Summary page, double click on line 23.

2. The Contribution to Federal Candidate/Political Committee dialog box appears. Enter the name of the committee, and press the Tab key.

3. The Individual/Organization Information dialog box appears. In the Type field, select Campaign Committee, and select the Lookup button.


4. The FEC ID dialog box appears. Select the Candidate Committee, and select Copy All. As the ID dialog box appears, select OK.

5. The Individual/Organization Information dialog box appears, select OK.

6. The Contribution to Federal Candidate/Political Committee dialog box appears, enter the date and amount, and in the description field, enter in "Debt Retirement", year and election. (The year must be entered in the description field to be seen in the print function.)

7. Click on OK.

Memo Text
(information about a specific transaction within a report)
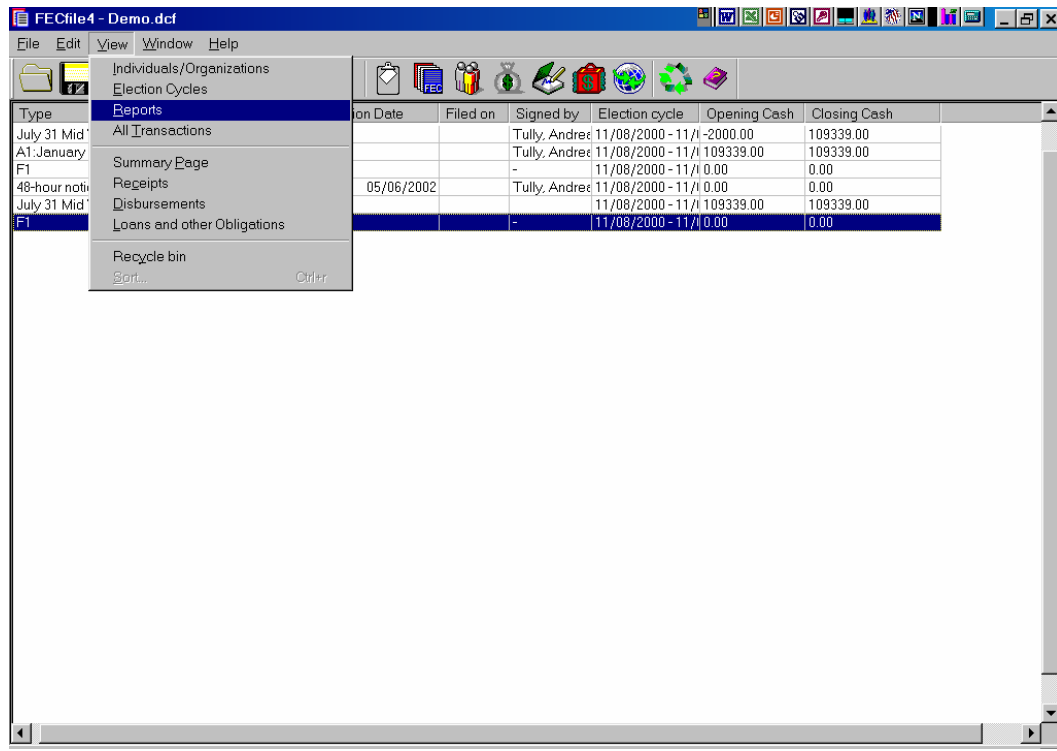
1. Select View, Summary Page on the menu bar from the FECFile main menu.
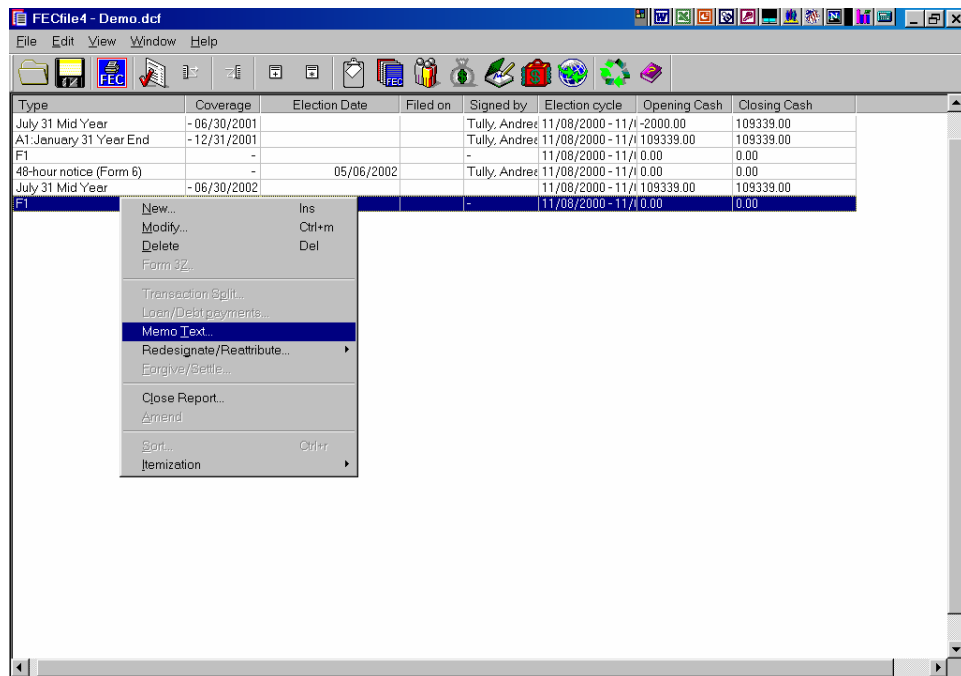
2. Right click on the transaction to which the memo text will be attached.
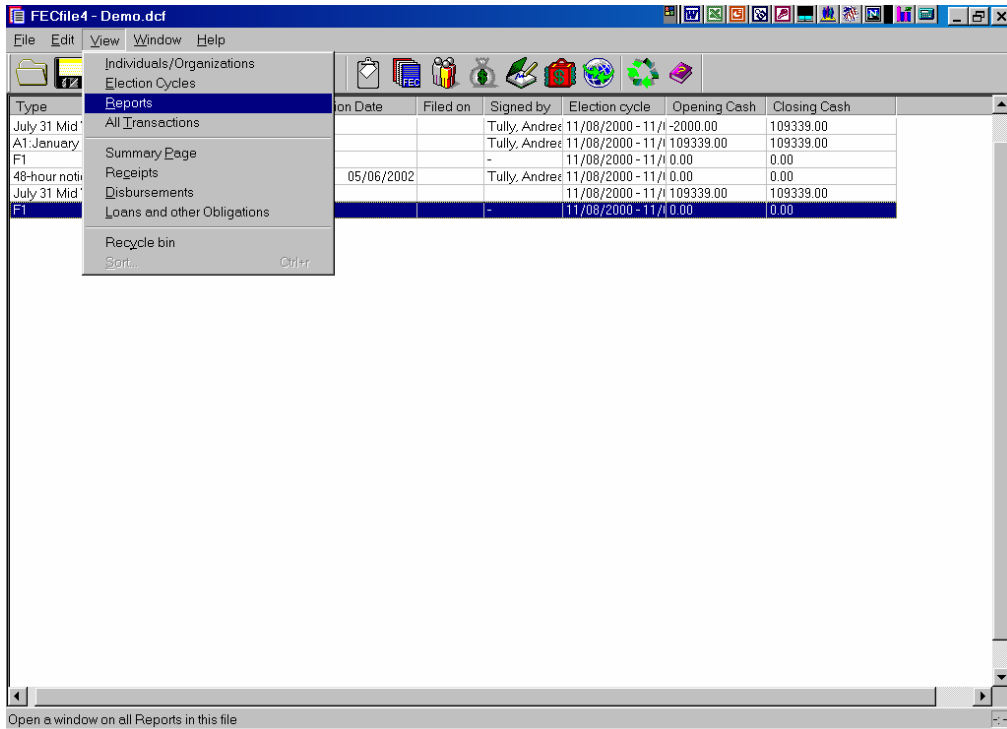
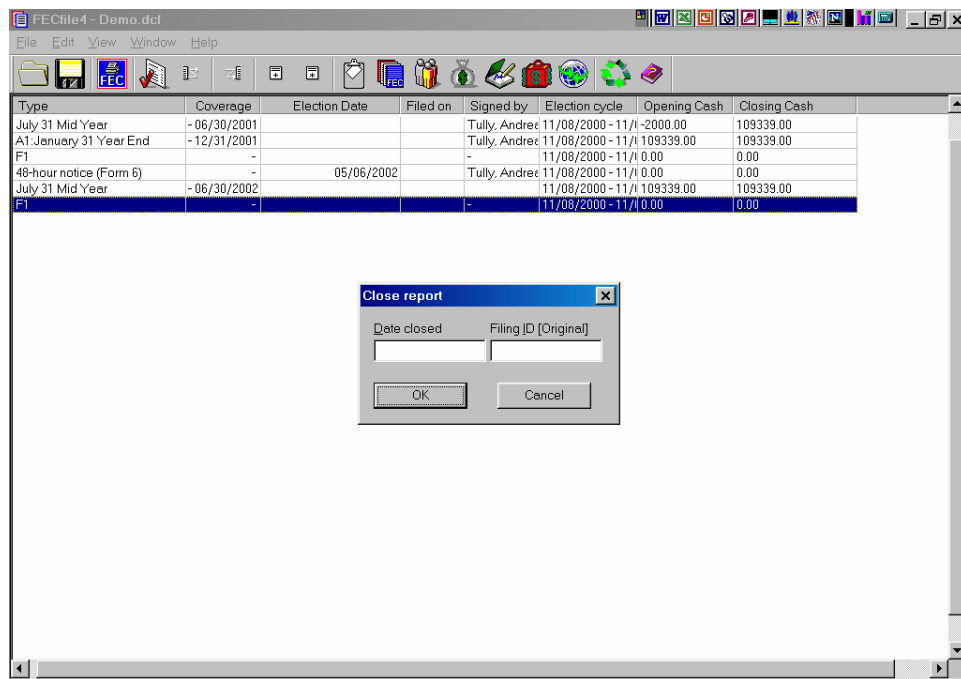3. Select memo text and left click.
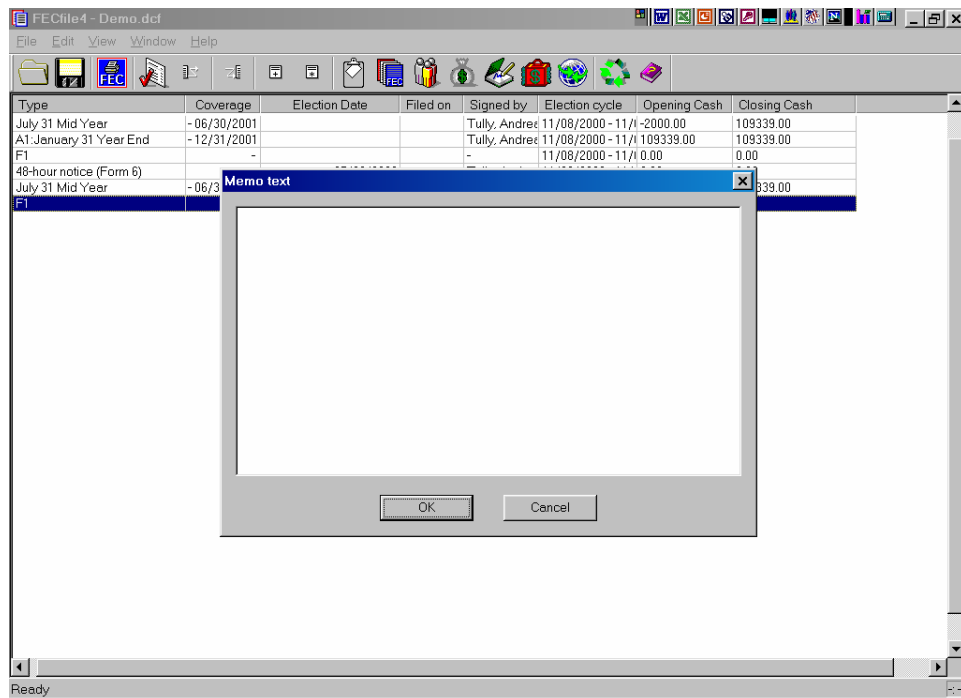
4. Enter in the memo text and select OK.

Closing a Report

1. Select View, Reports on the menu bar from the FECFile main menu. Right click on the appropriate report.

2. Click on the close report option.

3. The Close report dialog box appears. Enter in the date closed, (to be outside the coverage date) and click on OK. The Filing ID is only required when amending the report and the software will automatically fill the field.

Text Record
(a cover letter attached to a specific report at the end)
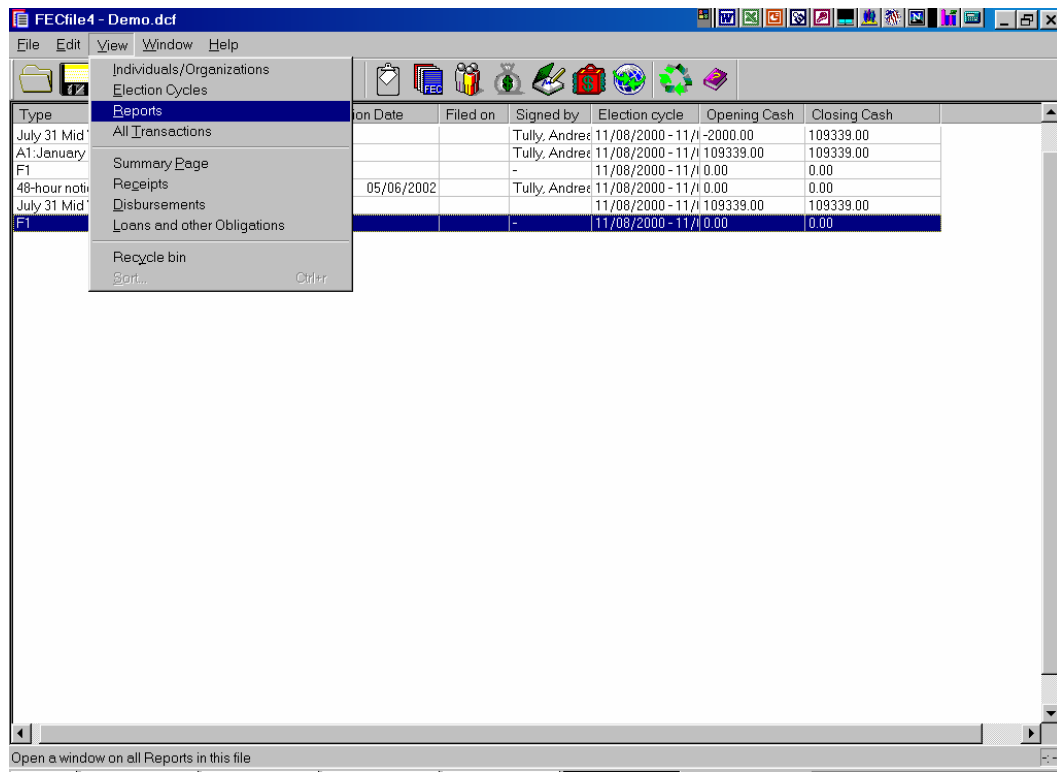
1. Click on View and Reports from the FECFile drop down menu.

2. Right click on the appropriate report.

3. Highlight the Memo text option, and left click.

4. Enter the memo in the Memo Text field and click on OK.